Accounting Top Ten Focus Group

Ideas for Improving CU*BASE General Ledger Tools for Accountants

May 17, 2012

1. **Fox Communities CU** – Appleton, WI

2. **Progressive CU** – New York, NY

3. **Detroit Metropolitan CU** – Detroit, MI

4. **Honor CU** – St Joseph, MI

5. **Alpena Alcona Area CU** – Alpena, MI

6. **Day Air Credit Union** – Kettering, OH

7. **Frankenmuth CU** – Frankenmuth, MI

8. **Heartland CU** – Springfield, IL

9. **Superior Choice CU** – Superior, WI

10. **CorePlus FCU** – Norwich, CT

11. **Heartland CU** – Madison, WI

The Top 10 Accounting Teams:

- Round 1: Introductions
  - Give your Name, CU, City/State and a fun fact about yourself
- Round 2: Staffing
  - How many employees at your CU and how many in accounting?
  - What responsibilities do you have at your CU?
- Round 3: Learning and Sharing
  - Name your top 2 CU*BASE accounting <u>areas</u> (A/P, investments, etc.) that you would like to be a champion for change
  - Name one thing your accounting dept. does that you do not use CU*BASE (maybe something in Excel?)

Round Table Greetings

Recent Enhancements

Uploading Your Work to the G/L
Journal Entry Posting Enhancements
Automating the Monthly Income Adjustment for 90-Day Delinquency
Link ACH Payments to A/P Vendor History

"Upload Your Work" to the G/L and Journal Posting Enhancements

Automating the Monthly Income Adjustment for 90-Day Delinquency

Link ACH Payments to A/P Vendor History

Remember these?

- Purpose and procedures on G/L accounts
- Serial numbers and tag numbers for fixed assets
- Contact lists for investments
- Comments
  - On G/L Trial Balance for out of balance conditions
  - On Change Fund verification for out of balance conditions
  - On investments
  - Other comments
- Setting up special financial reports to help with balancing
- Canned queries for balancing
- Report notes in CU*Spy
- Wire tracking
- …What else do you like?

Things that are often overlooked

- Enhanced Tools for Written Off Loans
  - New history file that is basically a snapshot of the loan at the time of write off
  - New dashboard for viewing written off loan information
  - Improved process for writing off loans
  - Automate the process for charging off loans (is manual today)

Enhanced Tools for Written Off Loans

Project # _____ 31536

Date 3/22/12
Spec Writer: Karen
Systems Affected:
☑ CU*BASE

This project enhances the tools for writing and charging off loans in CU*BASE. At the time of the write off and/or charge off, specific loan information will be retained to be used for future review and analysis. This new history file is basically a snapshot of the loan at the time of write off or charge off. We will store fields like loan category, balance at write off, delinquent balance at write off, credit score, original loan amount to name a few.

The data from the history file can then be viewed on a new Written Off Loan History Dashboard which will include analysis tools similar to the New/Closed Account Dashboard. This will be helpful for many areas like charge off loan tracking, obtaining information for the Call Report and calculating the CU's net yield analysis. An important goal for this project is to eliminate manual work that CUs perform for tracking these loans.

The process to write off and/or charge off a loan via MNCOLL #14 will be much more user friendly with checks and balances along the way. There will be additional options like entering a reason for the WO or CO, assigning a freeze code, entering a bankruptcy date and creating a tracker note. The input screen will be different for write off vs. charge off.

With the new write off/charge off loan process, a loan can be: **written off only** (same as today), **written off and charged off/closed**, or **charged off/closed from written off status**. The credit union now has the option to both write off and charge off the loan the same day if deemed to be uncollectible. In this scenario, even though the loan is going straight from a "current" loan to charge off/closed, it still runs through the write off process in order to maintain a paper trail and keeps the history file consistent.

A future project that may interest you

Our First Take

Our Top 10 projects for the 2012-2013 development years…how does this line up with your favorites?
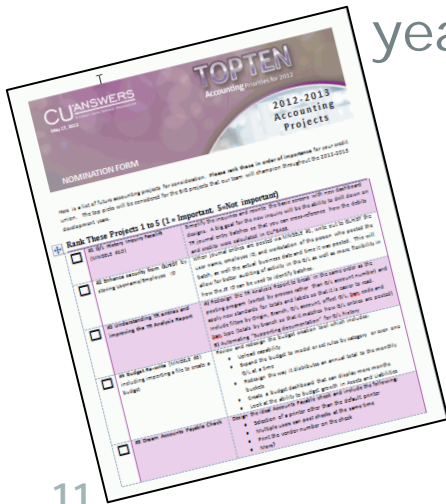
#1 G/L History Inquiry Facelift

Simplify the inquiries from MNGELE #10

General Ledger

General Ledger Processing

1 ● Create/Post Journal Entries
2 ● Chart of Accounts Maintenance
3 ● Work With CU Budget
4 ● Financial Report Configuration
5 ● Update Change Fund Summary
6 ● Update Teller Drawer Summary
7 ● End of Month Processing
8 ● Calc/Post Adjustmnt for Delq Lns

General Ledger Inquiries

9 ● Smart Operator: Daily Ops Log
10 ● Journal History Inquiry
11 ● Trial Balance G/L Verification
12 ● Vault G/L Verification
13 ● CU Check Disbursements

Print Functions

16 ● Print CU Financials
17 ● Print GL Trial Balance (monthly)
18 ● Print GL History (daily)
19 ● Print GL Chart of Accounts
20 ● Print Financial Config

Improving an accounting workhorse…

Analysis
…ement
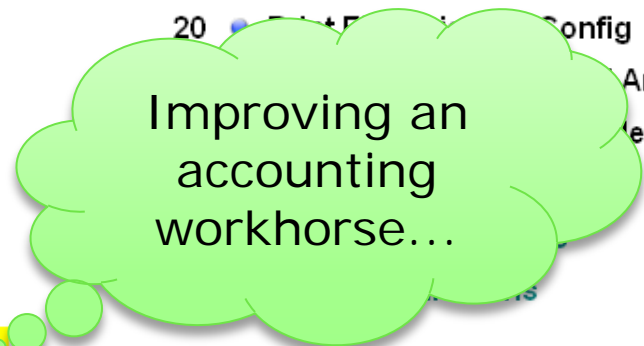
Additional Menus

27 ✱ Member Inquiry Functions
28 ✱ GL/Acct Report Functions

Menus

ACH/Payroll Processing
Auditing Functions
Back Office
Check Processing
Check/ATM Processing
Collection Processing
Configuration Functions
CU*BASE Main Menu
CU*BASE Report Builder 1
CU*BASE Report Builder 2

Speed Sequences

Account Maintenance
Acct Adjustment (Coded)
Acct Adjustment (Full)
Add Club Members
ATM Check Digit Calc
Calc Number of Days
Calculate Check Digit
Change Printer Outque
Close Memberships/Accts
Collateral - VIN# Lookup

Ask the AnswerBook

Menu option ☐   Speed sequence ☐
Search for: ☐

Learn About This Feature

- Between the "basic" and "advanced" G/L inquiries, there are **13 different screens** that slice and dice the same information

- But who even knows what they do or when to use which one?

Adding Power, Reducing Confusion

Network Links

General Ledger Inquiry Tools

Basic General Ledger Inquiries

1 ● Account Detail for a Single G/L Account

Use this to look at individual debit & credit entries to a single G/L account

2 ● Journal Entry Batches

Use this to see a list of Journal Entry Batches, in order by batch name (Corp, Post Date, ID, and ID #). You can also add misc. notes/comments to individual batches for later reference. Can search by date.

3 ● Monthly Balances for a Single G/L Account

Use this to see a monthly summary of debits & credits to a specific G/L account, showing net change for each month.

6 ● Detailed History Organized by J/E Batch

Use this to see every J/E batch posted by a certain employee, or starting with a certain date range, or to get more specific details on J/E batches than are available through the basic J/E batch inquiry. Can search for batches by post date, ID (employee), and J/E ID #.

Detailed G/L Inquiries & Analyses

4 ● Trial Balance by Date

Use this to view an analysis of the member Trial Balance (includes Loan-to-Share ratio calculation).

5 ● Detailed History Organized by G/L Account

Use this to see month-by-month running balances for all G/L accounts, in order by G/L account #. Can combine locations or list them separately. Can drill down to transaction history for individual G/L accounts.

Configuration Inquiries

7 ● Chart of Accounts

Use this to see a list of all account numbers in your General Ledger Chart of Accounts.

Cancel F7

Option ☐

Alternate #1

Learn About This Feature

General Ledger Inquiry Tools

Basic General Ledger Inquiries

1 ● Account Detail for a Single G/L Accou...

2 ● Journal Entry Batches

3 ● Monthly Balances for a Single G/L Acc...

Detailed History by J/E Batch

Use this to see every J/E batch posted by a certain employee, or starting with a certain date range, or to get more specific details on J/E batches than are available through the basic J/E batch inquiry. Can search for batches by post date, ID (employee), and J/E ID #.

<< Back

Detailed G/L Inquiries & Analyses

4 ● Trial Balance by Date

5 ● Detailed History Organized by G/L Account

6 ● Detailed History Organized by J/E Batch

Configuration Inquiries

7 ● Chart of Accounts

Cancel   F7

(Maybe put some other G/L inquiries from MNGELE here as well?)

Alternate #2

Option ☐

General Ledger Inquiry Tools

Basic General Ledger Inquiries

1 ● **Account Detail for a Single G/L Account**
Use this to lo individual debit & credit entries to a single G/L account

2 ● **Journal Entry Batches**
Use this to see a list of Journal Entry Batches, in order by batch name (Corp, Post Date, ID, and ID #). You can also add misc. notes/comments to individual batches

6 ● **Detailed History Organized by J/E Batch**
Use this to see every J/E batch posted by a certain employee, or starting with a certain date range, or to get more specific details on J/E batches than are available through the basic J/E batch inquiry. Can search for batches by post date, ID (employee) and J/E ID #.

Backup	**F3**	G/L account # 739.00
Cancel	**F7**	Corp ID 01 (00 = All corporations)
		Branch/Location # 00 (00 = All locations, posted only)

Start date   Sep 08, 2011   [MMDDYYYY]

Entry types   P ● Posted   ○ Unposted

Learn About This Feature

Would only ask for settings relevant to that inquiry

combine locations or list them separately. Can drill down to transaction history for individual G/L accounts.

Option ☐

Learn About This Feature

G/L Transaction Inquiry

POSTED

Corp ID 1   FRANKENMUTH CREDIT UNION   J/E date May 04, 2011   J/E ID PL   J/E #   1

Seq # ▾	Branch #	G/L Account	Debit	Credit	Description
1	1	899.00	100,000.00	0.00	RUSCHKE
2	1	716.02	0.00	100,000.00	RUSCHKE
3	1	899.00	216,000.00	0.00	LINDOW
4	1	716.02	0.00	216,000.00	LINDOW
5	1	899.00	99,000.00	0.00	TEDFORD
6	1	716.02	0.00	99,000.00	TEDFORD
7	1	899.00	48,000.00	0.00	RICHARDSON
8	1	716.02	0.00	48,000.00	RICHARDSON
9	1	899.00	118,655.00	0.00	GARPIEL
10	1	716.02	0.00	118,655.00	GARPIEL
11	1	899.00	68,000.00	0.00	MITCHELL
12	1	716.02	0.00	68,000.00	MITCHELL
13	1	899.01	0.00	422.99	PLI 001 S INTEREST PAID
14	1	853.01	422.99	0.00	PLI 001 S INTEREST PAID
15	1	899.01	0.00	115.39	PLI 001 S PRINCIPAL PAID
16	1	716.01	115.39	0.00	PLI 001 S PRINCIPAL PAID
17	1	853.03	0.00	570.60	PLI 002 S INTEREST EARNED
18	1	111.82	570.60	0.00	PLI 002 S INTEREST EARNED
19	1	899.00	0.00	107,825.57	PLI 002 S INTEREST PAID
20	1	853.03	107,825.57	0.00	
21	1	899.00	0.00		
22	1	716.02	111,307.47		

Time to take better advantage of the graphical interface and larger screen size

Backup	F3	New Account	F6	Cancel	F7

Advanced G/L Inquiry

Jump to: Corp ID [   ] 🔍   G/L account [   ]   Branch # [   ] 🔍   J/E posted [   ] 📅 [MMYY]

		G/L Quick View
		Journal Entry Detail
		Journal Entry Batches
		Basic G/L Inquiry

If any "Jump To" field is used, the fields before it must also be filled in. For example, if you wish to search for a G/L account, you must also enter a Corp ID. To search for a posted date, all four fields must be completed.

Corp ID	G/L Acct	Branch #	Posted	Y/E	Net Balance	Resulting Balance	Description
01	100.00	01	Dec 1998	N	1,133.75-	1,133.75-	
01	100.00	01	Dec 1998	Y	1,133.75	0.00	
01	100.00	03	Jul 2003	N	10.00-	10.00-	
01	100.00	03	Nov 2003	N	10.00	0.00	
01	100.00	03	Mar 2007	N	100.00	100.00	
01	100.00	03	Dec 2007	Y	100.00-	0.00	
01	100.01	00	Dec 2008	N	0.00	0.00	
01	100.01	01	May 1995	N	4,486.58-	4,486.58-	
01	100.01	01	Jun 1995	N	4,751.39-	9,237.97-	
01	100.01	01	Jul 1995	N	4,901.45-	14,139.42-	
01	100.01	01	Aug 1995	N	4,873.80-	19,013.22-	
01	100.01	01	Sep 1995	N	4,617.33-	23,630.55-	

● View G/L account detail

Simplifying a tool that looks more complicated than it actually is

Exit	
Branch Detail	F11
Bypass	F12
Filter	F13
Jump To	F17

Learn About This Feature

#2 Enhance Security from GLHIST

By storing username, employee ID and workstation

- For journal entries posted via MNGELE #1, write out to the GLHIST file
  - **WHO**:   User name, employee ID of the person who posted the batch
  - **WHERE**:   Workstation ID where the batch was posted
  - **WHEN**:   Processing date, system time, effective post date

- Will allow for better auditing of activity in the G/L as well as more flexibility in how the JE ID can be used to identify batches

Enhance Security from GLHIST

#3 Understanding the TR

Part A: Understanding TR entries and improving the TR Analysis Report

Part B: Automating "Supporting Documentation" for G/L History

- A big goal for the new inquiry will be the ability to drill down on TR journal batches so you can cross-reference how the debits and credits were calculated by CU*BASE

		J/E date	Sep 17, 2011			
		J/E ID #	TR 1			

Journal Entry Detail

Seq #	Branch #	G/L Account	Debit	Credit	Description
75	1	701.01	0.00	74.02	JOURNAL ACCT TRANSFER PRO
76	1	701.01	0.00	344.32	AUDIO RESPONSE PROCESSING
77	2	701.01	0.00	1,145.35	JOURNAL ACCT TRANSFER PRO
78	1	701.04	0.00	157.79	JOURNAL ACCT TRANSFER PRO
79	1	701.08	20.00	0.00	...ER PROCESSING
80	1	701.08	0.00	104.78	... ACCT TRANSFER PRO
81	1	701.08	17.35	0.00	D... ARD PROCESSING
82	1	701.08	0.00	282.24	AU... RESPON... ...CES...
83	1	701.08	500.00	0.00	AUDIO RES...
84	1	701.08	0.00	20.0...	

> How about a quick tool that shows how the system calculated a $1,145.35 credit for Journal Acct Transfer Processing?

A Special Tool for Inquiry

- Most of you know you can run a report and spend some time on explaining how TR journal entries are calculated, but what if you could click right from the inquiry to the transactions that make up the debit or credit?

MNGELE #21 Print TR System Journal Analysis

```
9/19/11  10:16:41                                                           LAUDT1           PAGE
  RUN ON    9/19/11          END-OF-DAY TRANSACTION AUDIT DETAIL REPORT                      USER  DAWNM
                                   FOR:  9/19/11
TRANSACTION ORIGINATION --    TELLER PROCESSING         / 01 /
GENERAL LEDGER ACCOUNT -- /90200/   SHARE DRAFTS
   CO/BR    ACCOUNT       TRANS INTEREST  PRINCIPAL   TRANS     RESULTING  TRANSFER                      EM BR        SUBSD
            NUMBER        AMT   PAID       PAID       DATE      BALANCE   ACCOUNT    DESCRIPTION         ID ID TIME    G/L
01/01     569026-001     130.00                      9/19/11    148.38              CHECKING DEPOSIT    24 01  9.08
01/02    1058108-001    2073.00                      9/19/11   4314.42              CHECKING DEPOSIT    06 02  9.02
     * TOTAL DEPOSIT
         NUMBER OF TRANSACTIONS --           19 *
         TRANSACTION AMOUNT --        8,548.65 *
 ** TOTAL SHARE DRAFT DEPOSITS
         NUMBER OF TRANSACTIONS --           19 **
         TRANSACTION AMOUNT --        8,548.65 **
SHARE DRAFT WITHDRAWALS           / 33 /
   WITHDRAWAL, CASH               / 31 /
01/01     532714-001     100.00                      9/19/11    690.10              CHECKING CASH W/D   TV 01  9.02 999.04
01/01     568311-001      40.00                      9/19/11    601.73              CHECKING CASH W/D   24 01  8.57
```

Do You Understand TR Analysis?

- How about reformatting the report so it breaks by branches?
- What if you could use this report to match up debits and credits with the details included in the G/L history?
- Do you understand how the system calculates debits and credits at end of day? (you should!)
- What is an Origin Code?
- What is a Tran Code?
- What is a Tran Type?

- These are the basics of troubleshooting the member activity that throws you out of balance

Do You Understand TR Analysis?

- It's more than how a $10 deposit ends up in the G/L – when you understand how the system does debits and credits, you can also help management understand transactional databases and all they can tell you

Transaction Cost/Weight Factors

SORTED BY TRAN CODE

Application type SD = Share Draft/Checking

| Transaction Code | | | | Transaction Type | | Origin | | Cost |
Code	Apl	DR/CR	TY	Description	Code	Description		
32	SD	CR	02	DEPOSIT	20	CU*EASYPAY! PROCESSING		0.100
32	SD	CR	08	DEMAND DIVIDEND	99	AUTOMATIC SYSTEM PROCE		0.050
32	SD	CR	09	DIVIDEND	99	AUTOMATIC SYSTEM PROCE		0.050
32	SD	CR	10	DEPOSIT BY PHONE TRANSFER	07	JOURNAL ACCT TRANSFER		0.100
32	SD	CR	11	DEPOSIT	01	TELLER PROCESSING		1.250
32	SD	CR	11	DEPOSIT	04	DIRECT POSTING PROCESS		0.750
32	SD	CR	11	DEPOSIT	99	AUTOMATIC SYSTEM PROCE		0.050
32	SD	CR	12	INITIAL DEPOSIT	00			0.000
32	SD	CR	16	DEPOSIT BY PAY.DEDUCT./SOC.SEC	05	PAYROLL DEDUCTION PROC		0.250
32	SD	CR	18	DEPOSIT BY ACH	11	ACH NETWORK PROCESSING		0.250
32	SD	CR	19	ATM NETWORK DEPOSITS	13	ATM NETWORK PROCESSING		0.250
32	SD	CR	19	ATM NETWORK DEPOSITS	16	DEBIT CARD PROCESSING		0.250
32	SD	CR	20	DEPOSIT BY BCA	00			0.000
32	SD	CR	21	DEPOSIT, ACCOUNT TRANSFER	01	TELLER PROCESSING		1.250

Backup	F3
Cancel	F7
Sort by Origin	F11

Do You Understand TR Analysis?

#4 Budget Rewrite

Review and redesign the budget tool from MNGELE #3

- Add upload capability
- Expand the budget to model or set rules by category or even one G/L at a time
- Redesign the way it distributes an annual total to the monthly buckets
- Create a budget dashboard that can display more months
- Look at the ability to budget growth in Assets and Liabilities

Budget Rewrite Ideas

#5 Dream Accounts Payable Check

Design the ideal Accounts Payable check

- Selection of a printer other than the default printer
- Multiple users post checks at the same time
- Print the vendor number on the check
- Other ideas?

Dream Accounts Payable Check

#6 Automated Reports and Queries

- Schedule month end G/L reports to run automatically
- Includes custom reports created with Report Builder
- First wave of CU*BASE reports starting with the 12.0 release includes:
  - Member Trial Balance/Member Name and Address Listing
  - New Membership Report/Closed Membership Report
  - Closed Member Account Report
  - Member File Maintenance Report
  - General Transaction Register
  - Member Account Adjustments
  - Investment Trial Balance
  - Loan Purpose Analysis/Loan Security Code Analysis
  - Loan Interest Analysis
  - Loan Delinquency Analysis
  - CD Maturity Analysis
  - Selective Loan Trial Balance
  - …. Plus 9 more

Automated Reports and Queries

Saving Report Settings
(for automation or just easier report generation)

Retrieving Saved Report Settings

Automating Your Custom Reports

#7 Standardization Projects

Miscellaneous projects that will bring accounting related screens up to standards

- Change to larger standard screen size
- Maximum use of space on screen
- Introduce new hover help that displays the G/L description along with the G/L number
- Standard search criteria and sort functions added to screens where appropriate
- Other ideas?

Standardization Projects

#8 Additional Enhancements to MNGELE #1

Create/Post Journal Entries

- Ability to insert or delete lines in a journal entry batch
- Do not allow posting of journal entry batches designated as a template
- Skip Saturday/Sunday for recurring journal entry batches
- Expand the description field and/or allow source to be an alphanumeric field
- Store the entry reversal date for recurring entries with a reversing entry

Additional Enhancements to MNGELE #1

Additional ideas for MNGELE #1

#9 Accounts Payable Payments via ACH

- Allow vendor payments in the Accounts Payable system to be made via ACH
- Transfers will behave like existing A2A transfers:
  - New A2A file for vendors will store the FI relationship information
  - Each vendor can be set up with unique relationship
 - Will allow outgoing transfers (payments) ONLY

Accounts Payable payments via ACH

#10 Subsidiary Enhancements (MNGLFA)

Enhancements to processing for fixed assets, prepaid expenses, accrued expenses

- Add a new subsidiary type for accrued income
- Combine the create and maintain menu options
- Consolidate monthly processing so that fixed assets, prepaid expenses and accrued expenses can be processed at the same time
- Ability to post prepaid items by branch
- Display history in ascending order

Subsidiary Enhancements
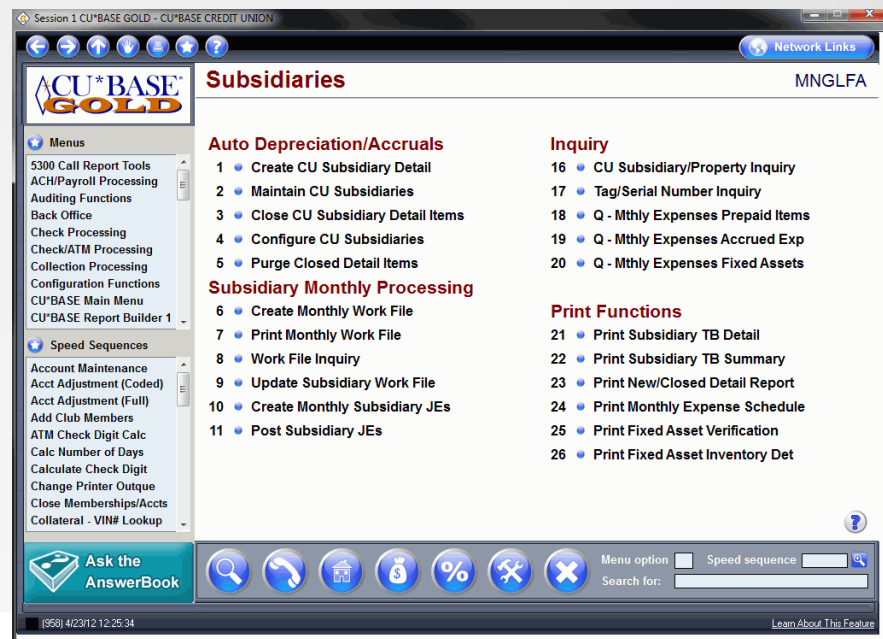
- **#11** Investment Enhancements
  - ◦ Revamp work file processing
  - ◦ Misc. enhancements when working with investments via MNINVS #1
- **#12** Accounts Payable Archived Invoices
  - ◦ Store in eDoc vault and link to the A/P vendor record in CU*BASE
- **#13** Updates to daily G/L History Report
  - ◦ Output to look more like a monthly G/L history report with beginning and ending balances for date range selected
- **#14** Financial Report Enhancements
 - ◦ Allow PDFs and ?

Other projects on the table

- **#15** Improvements to the PACHSU
  - New online process for working this report
- **#16** "Where Your Members ACH" dashboard
  - Analyzes who the CU will be paying via ACH
- **#17** Improvements to ACH Processing
  - Phone Operator show negative balance limit
  - Display ACH amount on ACH distribution screen
  - Don't allow prior day reversals without an override

Other projects on the table (cont.)

Misc

- Have you considered using Xtend SRS Bookkeeping Services for any of your accounting tasks?
- Checkout the website http://www.xtendcu.com/srs/bookkeeping/
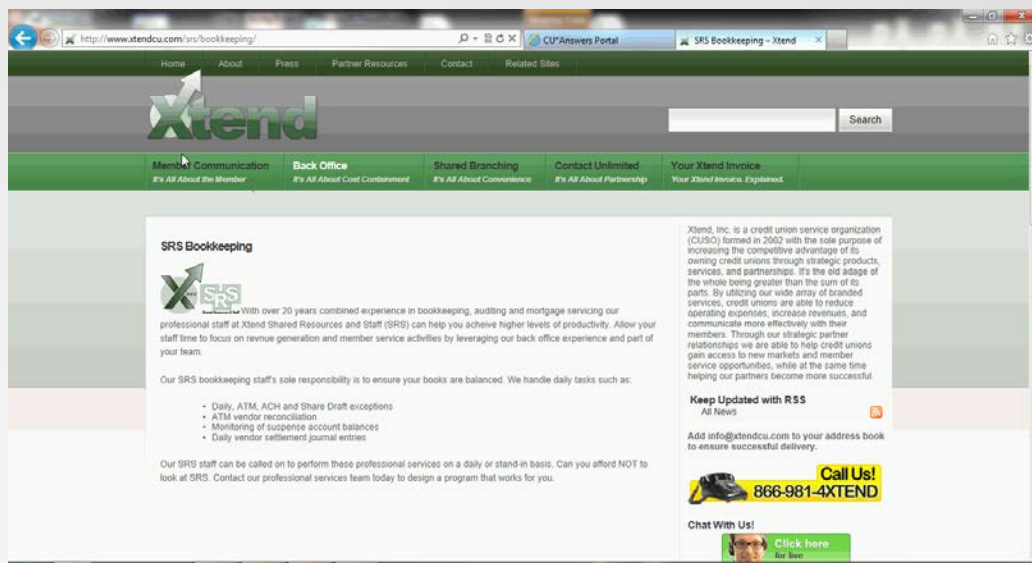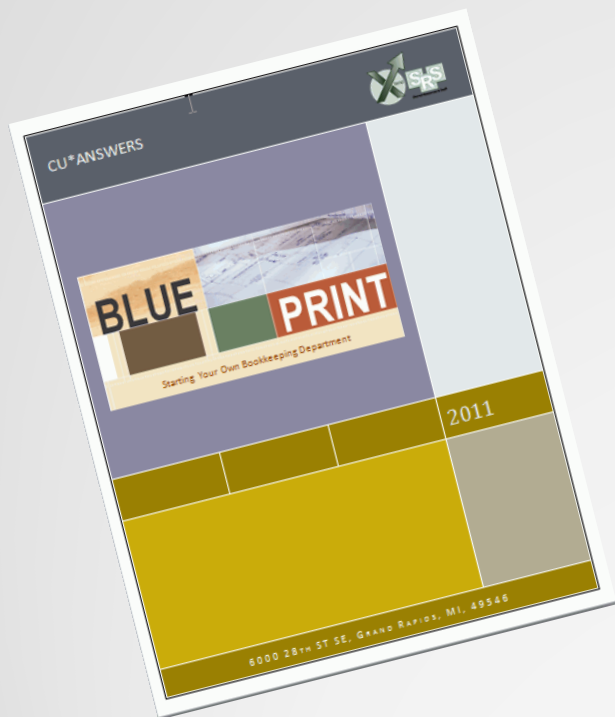
Working with SRS as a Peer (LFP)

- In 2012 and 2013, we want to start a program with you that can get all CU accounting departments focused on the projects they think would make the most difference
- We've learned a lot with the Lending Top 10 (check with your lending teams)

Conclusion

www.cuanswers.com/kitchen